



The County of Door

Building Maintenance Department

"annual report"

2005



To the Door County Board of Supervisors:

The "Annual Report of the Building Maintenance Department for the 2005 year provides you an insight into the operations of the Department and a better idea of the varied duties and responsibilities of the Staff. Feel free to contact me relative to any clarification or explanation of the activities of our work group.....***Thanks***

Our Department is responsible for the many buildings owned by the County of Door. The general public and frequent users of these facilities have taken for granted, and come to expect, that the buildings will always be ready for their use and directs our attention to cleanliness and well maintained building and grounds.

The Building Maintenance Department addresses the common needs of everyone; however, the scope of the duties accomplished by our staff as shown on the following pages is cause for all of us to take pride. On your next visit or leisure walk about the exterior of our facilities, be especially aware of the well groomed grounds (grass, shrubs, plants and trees) and the well maintained buildings. Our staff pays particular attention to the safety of those individuals using the properties being ever mindful of the "change of seasons" needs and a diverse maintenance program with necessary adjustments that warrants safety on a year around basis.

Our recommendations are forwarded to the County Administrator and reviewed by the Property Committee of the County Board as our oversight Committee. Should you have a concern, feel free to contact me or one of our staff for immediate assistance.

Sincerely,

Ted McCartney
Maintenance Manager

The building maintenance program includes the following structures: (square footage)

- Justice Center (129,359)
- Government Center (74,198)
- Museum (13,600)
- Emergency Services (4,320)
- Safety Building (32,337)
- Senior Resource Center (7,350)
- Highway Offices (1,186)
- Former Highway (28,677)

Services provided on a regular basis:

- window cleaning
- floor scrubbing, polishing and sealing
- carpet vacuuming & cleaning
- dusting, surface cleaning
- furniture, equipment & fixture cleaning
- clean & sanitize restroom facilities
- maintenance of grounds, lawn mowing / snow removal

Additional services provided:

- repair & maintain doors, locks, openers
- painting as required
- ceiling tile replacement
- inspect heating & air conditioners
- adjust & monitor air circulation / quality
- clean up spills, messes, etc.
- extra cleaning of restrooms
- replace lighting fixtures and bulbs
- moving / rearranging equipment (desk, files, etc.)

Other items provided – day to day or as needed:

- pick up and deliver mail – U.S. Postal Service
- receive and deliver projects and equipment to various departments
- collect recycled paper from the offices and arrange for pick up
- trash collections from the offices and public areas
- table/chair and equipment set up for organizational meetings
- HVAC system regular checks and maintenance
- machinery maintenance
- exterior & interior maintenance as warranted
- monitoring heating systems – boilers

The following is a list of Contract for Services, which are currently in effect:

- REFUSE – Waste Management
- ELEVATORS (8) – Schindler Elev. Corporation
- SNOW REMOVAL – Delsart Const.
- JANITORIAL SUPPLIES
- VEHICLE REPAIR
- HVAC – Johnson Controls / Eagle Mechanical

The County “Vehicle” systems (rent-a-car / supervision)

- maintain all fluid levels & schedule lubrication/oil/filter changes
- provide servicing of all vehicles on regular intervals
- inspect and maintain vehicle appearance
- regularly washing of vehicles including interior
- secure proper tire rotation, balance and tread depth
- provide or arrange for repair and tune-ups when warranted

Supervise, Maintain and regularly service the Stand-by Systems Operation – “portable generators” in various locations of the County:

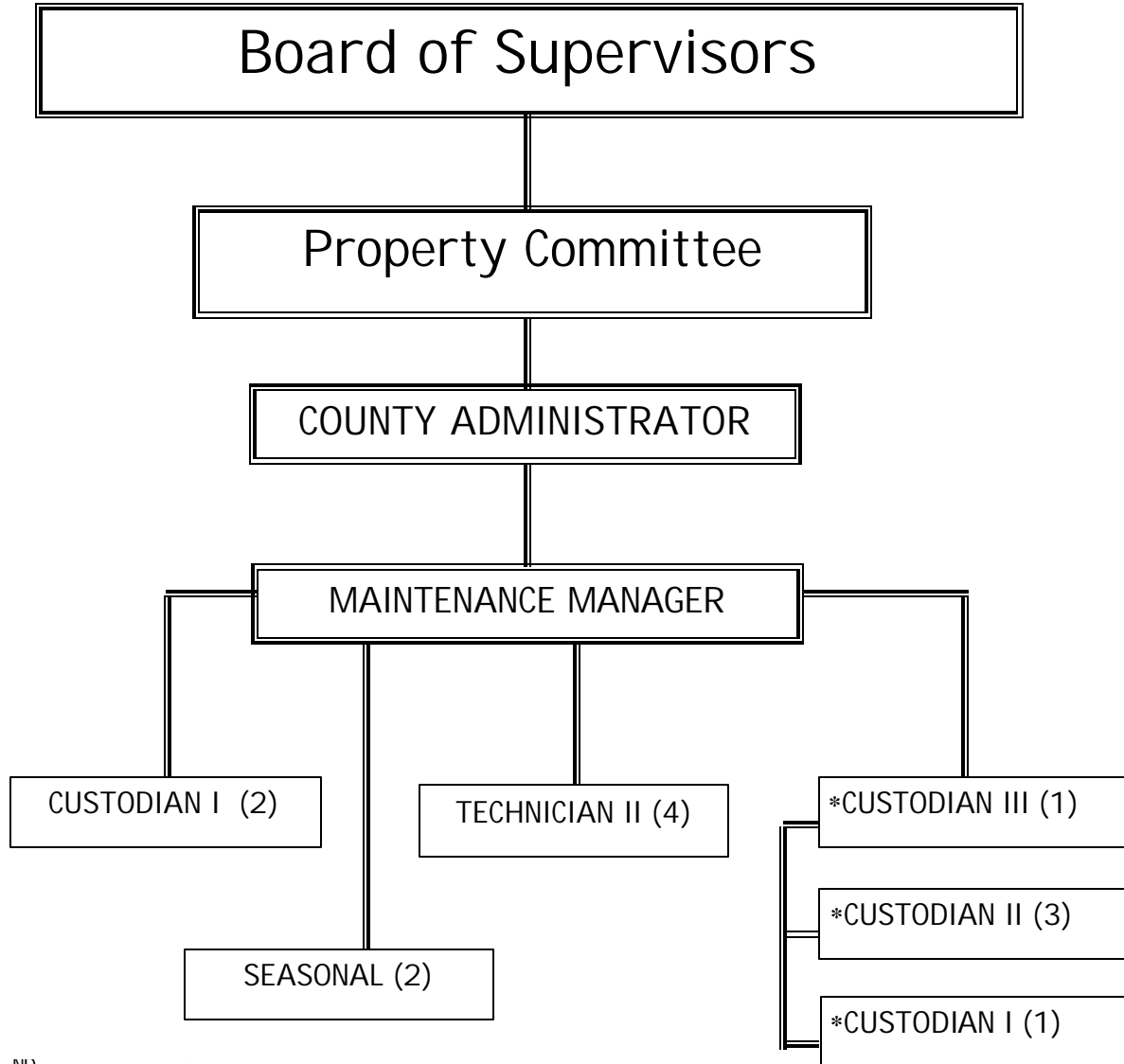
- High Road, Brussels 10 KW
- Sunny Slope Rd., Egg Harbor 15 KW
- EMS Central 15 KW
- Government Center 100 KW
- Justice Center (2) 500 KW Building
20 KW Tower

Supervision provided on all facility items replacement or repair:

- siding, windows, roof
- door and lock replacement
- sidewalk, parking lot maintenance

Organizational chart:

Building and Maintenance Department



* 2ND Shift Employees

Department Staff / Position

Ted McCartney	Maintenance Manager
John Neuville	Maintenance Technician II
Shane Baker	Maintenance Technician II
Jeff Dahlke	Maintenance Technician II
Brian Seigworth	Maintenance Technician II
LuAnne Secrest	Custodian III / Supervisor
Mary LaLuzerne	Custodian II
Larry Lewis	Custodian II
Jeff Walker	Custodian II
Mark LeMieux	Custodian I
Sue Leroy	Custodian I
Michele Hanson	Custodian I

The year in review

- The Maintenance Department takes over cleaning the new Highway Shop offices from K-Tech.
- The Ad Hoc Building Committee approves purchasing all necessary equipment to set up the maintenance program at the Justice Center.
Items include:
 - 1 man personnel lift
 - Tool package that contains: 4" grinder, drills, sawsall, skill saw, bench grinder, drill press, tool cart, bench vise, shop vac, digital multi meter, weed eater, push mower, snowblower, leaf blower combo vacuum.
 - Kubota 30hp compact tractor with loader, snowblower & 72" belly mower.
 - (3) 14" vacuum cleaners
 - 24" automatic floor scrubber
 - 20" burnisher battery operated
 - 20" 1500 rpm burnisher
 - carpet extractor
 - compact upholstery & carpet machine
 - 50 gal. carts for garbage
 - janitor carts
 - floor drying fans
 - small rotary scrubber 14"
 - pallet truck
 - furniture dolly
 - (1) 2-wheel hand truck
- Maintenance arranges purchase of 2005 Dodge Caravan to replace 2001 Ford Taurus. The Taurus when to Sanitarian's Department.
- Emergency Services storage building gets new siding, and parking lot gets repairs, sealed and striped.
- Center Salt Storage Shed at former Highway Shop gets roof repairs
- Former Highway Shop is leased to Palmer Johnson, Inc.
- The generator from the Duluth water tower site is moved to the Brussels tower to replace the 22 year-old unit.
- The small low-sloped room at the Museum was replaced.
- The Dwarf Japanese Cherry trees at the entrance of the Government Center were replaced.
- Maintenance Techs attend pump and valve maintenance seminar
- The camera and monitor from D.A.'s Office is moved to the Justice Center by the Maintenance Techs.
- Mats and cleaning cloths are purchased to save a contract with a towel company. They are cleaned in-house.
- Sturgeon Bay Utilities presents wind energy information, and is looking into the feasibility of putting up a wind generator at the Justice Center site.
- The Ad Hoc Building Committee approved the request of the department to install poured quartz flooring in place of vinyl tile at the Justice Center, saving the cost of floor care products and labor with an estimated payback in six years.
- Miron Construction gave the County a \$10,000 credit for Maintenance Department to do the final clearing of the Justice Center.
- The Department then starts regular cleaning and maintenance of the building.
- Mary LaLuzerne starts as Custodian II
- Larry Lewis starts as Custodian I
- Jeff Dahlke starts as Maintenance Tech II
- 1997 Dodge pick-up truck is transferred from the Soil & Water Conservation Dept. to Maintenance at no cost to the department.

"In need of" items for consideration 2007

- Government Center Remodeling
- Roof of former Highway Shop / main shop area
- Service Contracts for Justice Center
- Replacement of County fleet vehicle
- Replacement of carpet extractor at Government Center
- Replacement of 1986 Ford Van
- Replacement of Driveway to Fire Station portion of Museum
- Staining of Museum exterior
- Replacement of gable of Museum, 1935 log part
- Addition of sink in housekeeping closet, Justice Center
- Purchase of specialized cleaning machine

Inventory of specialized department equipment:

- > 1998 Dodge "cargo van" truck
- > 1997 Dodge Ram 1500 pick-up truck x cab
- > 1986 Ford "cargo van"
- > 2005 Kubota 30HP compact tractor with loader, snowblower & belly mower
- > 1995 23HP Ford compact tractor with snowblower & sweeper
- > 2 walk behind mowers
- > 2 gas trimmers
- > 2 leaf blowers with vacuum
- > 1985 trailer leaf vacuum
- > 2000 ZT 16HP mower
- > 2005 24" walk-behind snowblower
- > 1996 Clarke 2025 burnisher
- > 1992 Clarke BT2000 automatic floor scrubber
- > 1991 Clarke rug boss carpet extractor
- > 2005 Windsor Charriot 24" automatic floor scrubber
- > Windsor Lightning 20" 1500RPM burnisher
- > 2005 Advance Aqua Pro carpet extractor

2005 Maintenance Department Budget

	Budgeted	Expended	% Used
Salaries & Wages: Regular Salaries	293,074.00	262,491.37	90
Part Time Pay	1,900.00	12,489.03	657
Overtime Pay	250.00	993.94	398
Direct Fringe Benefits: Social Security	22,585.00	20,194.91	89
Retirement	29,919.00	26,942.47	90
Dental Insurance	9,762.00	8,319.00	85
Health Insurance	102,914.00	91,760.10	89
Worker's Compensation	10,776.00	8,973.02	83
Longevity Pay	.00	.00	
Life Insurance	84.00	117.42	140
Operating Expenses: Recyclables Pickup	7,156.00	1,928.53	27
Justice Center	300.00	74.37	25
Refuse Service	2,650.00	1,753.92	66
Justice Center	716.00	1,080.91	151
Telephone	400.00	306.83	77
Utility Services	85,600.00	111,592.77	130
Justice Center	33,500.00	15,420.74	46
Old Highway	.00	9,182.36	+++
Heat – Natural Gas	45,300.00	41,763.26	92
Justice Center	17,000.00	42,178.26	248
Fuel-Old Hwy	.00	63.79	+++
Repair & Maintenance	8,000.00	823.37	10
Snow Removal	10,000.00	13,968.75	140
Snow Removal-SRC	.00	4,189.74	+++
Snow Removal-EMS	.00	2,604.35	+++
Snow Removal-JC	6,500	4,206.16	65
R & M Vehicle	250.00	507.33	203
R & M Equipment	9000.00	6,054.02	67
R & M Grounds	2,500.00	4,356.49	174
R & M Building	14,944.00	13,351.78	89
R & M Supply	7,500.00	7,874.08	105
R & M Supply	4,015.00	5,526.59	138
Service Contract	32,184.00	39,014.60	121
Justice Center	8,744.00	211.25	2
Office Supplies	250.00	459.02	184
Flu Vaccin	.00	160.00	+++
Conference Fees & Training	250.00	80.00	32
Mileage / Meals / Lodging	100.00	.00	0
Janitorial Supplies	31,000.00	23,820.52	77
Justice Center	12,166.00	15,633.27	129
Non Cap Outlay	300.00	231.50	77
Printing	20.00	14.30	72
Opera Exp	.00	18.82	+++
Gasoline	1,200.00	1,299.42	108
Totals	812,809.00	802,032.36	99
County Vehicles			
Telephone	800.00	780.81	98
Repair & Maintenance	1,400.00	1,417.35	101
Gas, Oil, Etc.	5,000.00	408.67	8
Vehicle	16,024.00	15,635.00	98
Totals	23,224.00	18,241.83	79
Revenue			
Postage	.00	543.17	+++
Old Highway Shop	.00	8,459.34	+++
'02 Borrow	.00	10,000.00	+++
Tr Vehicle	14,538.00	14,538.00	0
Totals	14,538.00	19,002.51	131